

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE RECORDS DATA SPECIALIST SUPERVISOR - 1576

NOTE: formerly DATA ENTRY SUPERVISOR

DEFINITION:

Under general supervision, to supervise and coordinate the work of subordinates engaged in entering and updating data from a variety of source documents using on-line terminals in a production-oriented police data entry section; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the first-level supervisory class in the Police Records Data Specialist series. Incumbents of this class are responsible for supervising a centralized police data entry section where subordinates are required to perform high volume data entry work in accordance with established production standards.

*** EXAMPLES OF DUTIES:**

- Establishes work priorities, schedules and supervises the work of Police Records Data Specialists and Senior Police Records Data Specialists;
- Evaluates workflow processes and procedures;
- Develops training programs and performance criteria;
- Ensures the maintenance of production schedules in accordance with established production standards;
- Reviews source documents for proper preparation and coding;
- Researches coding errors and corrects discrepancies between source documents and proof listings;
- Confers with program analysts and users to identify and resolve programmatic computer systems problems;
- Explains data entry operations and processes to subordinates, supervisors, sworn officers and other City employees;
- Maintains and updates procedures manuals;
- Reviews and verifies data using on-line data entry terminals;
- Trains and evaluates the work performance of subordinates;
- Prepares statistical reports;
- Performs other related data entry tasks.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of full-time production experience entering alpha/numeric data utilizing a reverse 10-key data entry keyboard and/or a data entry programmed keyboard.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.